

First Parish in Portland, Unitarian Universalist Reimbursement or Check Request Form

Three Reimbursement Requirements: Completed form, Attached receipts, Chair signature

Requests for reimbursement may be submitted by one of the following methods:

- Hand delivered to the Congregational Administrator
- Emailed to office@firstparishportland.org
- Faxed to the First Parish Office: (207) 773-1777

When submitting Reimbursement/Payment Requests:

- Attach copies of all receipts;
(if emailed, get receipts to office, checks will be signed after complete matchup)
- This form must be signed by Committee or Program Chair with authority to approve expense **OR** ask the Committee or Program Chair to email their approval to office@firstparishportland.org

EXPENSE TREASURER WILL MATCH FORM TO RELEVANT RECEIPTS AND APPROVALS

Today's Date: ___/___/___

Request submitted by: _____ **Total amount of check*:** _____

**Please be aware that as a tax-exempt organization, First Parish is not required to pay tax on purchases specifically for the church. You may pick up a copy of the tax-exempt certificate in the FP office to show at the time of purchase to avoid paying tax on church purchases.*

Purpose of expenditure and additional comments: _____

Make check payable to:

Name: _____

Street: _____

City, State, Zip: _____

Committee/Program authorizing

Chair Signature/ Budget Line to be Charged

Administrative (Minister/Administrator)

Building & Grounds (Chris)

Faith in Action (Minister/Chair of FIA)

Finance/Fundraise/Stewardship (Austin)

Hospitality/Membership (Minister/Sheila)

Music/Choir (Music Director)

Pastoral Care (Minister)

Worship (Minister/Jen)

Religious Exploration (Toben)

Governance/Leadership (Minister/Louise)

Professional Expenses (Staff Person)
